

VACANCY NOTICE

#2011-45

CS-376

REV(08/08)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

A000008

Description of Position	TITLE OF POSITION: Asst. Coordinator of E & T Programs	CLASSIFICATION CODE: 02588500
	SALARY RANGE: (129A) \$53,751-\$60,792	REFERENCE POSITION NO.: 1680-50101-TBD
	Labor & Training GWFB	APPLICATION PERIOD: 10/11/11 THRU 10/15/11
	DEPARTMENT DIVISION/SECTION/UNIT	GRACE PERIOD ENDS 10/17/11 4:00PM
	Assignment(s) / Comments	
	Shift and Days: Monday-Friday, 8:30am-4:00pm	Job Location: 1511 Pontiac Ave., Cranston, RI
	Restrictions/Limitations:	
	Position Covered By Collective Bargaining Unit: Yes _____ No <input checked="" type="checkbox"/> X	
General Information to Candidate	Name of Bargaining Unit:	
	There is * is not a Civil Service test for this position See A/B or Both for Specific Instructions	
	* NOTE: If there is a list of laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.	
	INSTRUCTIONS: A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number. Most Important - Please include the following information: <ul style="list-style-type: none"> The title of the position for which you are applying Name of department where you are currently employed Title of your present position and date you entered it Your business telephone number Date you entered State service Present Union Affiliations *** In certain agencies, bargaining union applicants will receive preferential consideration according to contract. B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT: If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application. C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS <ul style="list-style-type: none"> Reasonable Accommodations: If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position. Medical Information: Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA). 	
Statement of Duties	DUTIES / RESPONSIBILITIES: To assist in the coordination of statewide special purpose employment and training programs; to plan, develop, implement and evaluate specific employment service programs; and to do related work as required. ****PLEASE REVIEW THE ATTACHED FOR ADDITIONAL DUTIES AND RESPONSIBILITIES ****	
	EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS: Education: Such as may have been gained through: graduation from a college of recognized standing with a specialization in business, public or personnel management, or a closely related field; and Experience: Such as may have been gained through; employment in a position which has provided specialized knowledge of employment and training programs, staff training, service program development, and office computer systems; Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.	
Minimum Education & Experience		
Where to Apply	Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. EMAIL, OR MAIL YOUR RESUME OR CS-14 APPLICATION TO: <div style="display: flex; justify-content: space-between;"> <div> Kelly L. Liles General Government Service Center Department of Administration Office of Human Resources, 3rd Floor One Capitol Hill, Providence, RI 02908 </div> <div> Email: KellyL-resume@hr.ri.gov TTY/TDD #: #711 (Telecommunication Device for the Deaf) </div> </div>	



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